



Title: Administrative Assistant

We are looking for a full time, Administrative Assistant working in the Sales/Marketing Division of a scrap company. Working in a professional work environment in a strong and growing company.

Responsibilities: would include, but not limited to:

- Coordinate executive communications, including taking phone calls, responding to emails and interfacing with clients, vendors and staff.
- Schedule meetings and appointments and manage travel itineraries as requested by management.
- Arrange corporate events, manage office support and supplies
- Provide primary back-up support for Venture Metals Front Desk responsibilities. Includes but limited to occupying front desk, answering incoming phone calls, greeting guests, open, sort and scan daily incoming mail.
- Generating periodical reports and presentations.
- Ability to multitask, manage workload and meet required deadlines
- Perform special projects at management's request.
- Uphold a strict level of confidentiality
- Arranges vendor appointments.
- Maintains confidentiality of all corporate, personnel and research matters.
- Assist Sales/Marketing, HR/Accounting and Operations with assigned tasks.
- Performs other duties as assigned.

Qualifications:

- 1-3 years of mid to high level administrative support.
- Advanced level of Microsoft Office skills. Excel, Word, 10-key
- Strong Verbal, Written communications skills
- Strong Computer Skills.

Position is available for immediate hire-2 weeks out.

Hourly/Salary Structure to be determined during interview.

Company Benefits: Group Health Insurance, Company Matched 401K, Paid Vacation, Holiday Pay.

Must be able to work in the United States.

Onsite interview will be required.

Venture Metals Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regards to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or and pregnancy.